



Accounting Associate

The American Theatre Guild is a 501(c)(3) organization and the largest not-for-profit touring Broadway Presenter in the nation. We support Broadway seasons in several markets across the US. Our mission is key to what drives our organization, we are dedicated to providing the experience of live theatre to foster passion, inspire creativity and empower youth within our communities.

Summary:

Assist the finance department with the general accounting functions. This includes completing timely and accurate daily, monthly, and yearly tasks, projects, and reports. The Accounting Associate will also serve as a backup for Accounts Payable.

Job Duties:

- Prepare, enter, and review journal entries.
- Reconcile various ledger accounts on a monthly basis
- Generate general ledger reports and account distribution reports to support marketing and other departments
- Assist with month-end and year-end closing processes
- Prepare account analysis as needed
- Assist in the preparation of Monthly financial reports
- Enter bills and process vendor payments as needed
- Assist in completing schedules and obtaining requisite data for the annual audit
- Follow accrual basis / GAAP accounting
- Other Finance department support duties as assigned by the Controller

Requirements:

- 2+ years of accounting related experience
- Experience working with accounting software
- Capable of working under light supervision
- Able to multitask on various tasks or projects and meet strict deadlines
- Able to operate in a fast-paced dynamic environment
- Proficiency operating a computer. Able to learn computer software to operate phone calls and proficiently perform duties in a remote (or office) work environment. Proficient keyboarding skills.
- Basic understanding of Google suite
- Strong knowledge of Microsoft Office products (Excel, Word, Outlook, etc)
- Keen attention to accuracy and detail
- Good verbal and written communication skills
- Able to maintain confidentiality

- Excellent organization and record keeping skills
- Excellent critical thinking and problem solving skills
- Willingness to take direction from superiors

Working Conditions & Physical Demands:

- The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard for up to 8 hours a day.
- The employee is often required to stand, walk, reach with arms and hands, climb or balance, and to stoop, crawl, kneel, or crouch.
- This position requires working indoors with controllable environmental condition and temperature.
- This position requires the employee to talk and hear. Requires face-to-face discussions with individuals and teams, opportunity to make decisions without supervision, mistakes are not easily correctable and have serious consequences that impact the results of co-workers, customers or the company.
- Vision abilities required by this job include close vision.
- Employee will spend prolonged hours in front of computer screens.

DISCLAIMER: This job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position, and in no way states or implies that these are the only duties to be performed by the employee occupying this position. These duties are subject to change at the discretion of Management. Employees will be required to follow and perform any other job-related instructions and duties in compliance with Federal and State Laws. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.